

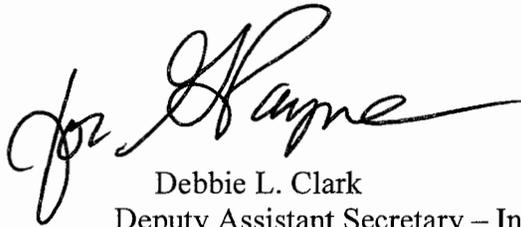
INDIAN AFFAIRS DIRECTIVES TRANSMITTAL SHEET

(modified DI-416)

DOCUMENT IDENTIFICATION NUMBER 28-IAM-303-H	SUBJECT Updated Indian Affairs Excellence Program Handbook	RELEASE NUMBER #07-37
FOR FURTHER INFORMATION Office of Human Capital Management		DATE OCT 02 2007

EXPLANATION OF MATERIAL TRANSMITTED:

The revised Chapter 1 of the Indian Affairs Excellence Program Handbook (IAEP Handbook Chapter 1-IA) provides information about each of these hiring programs, including the targeted recruitment audience, the types of appointments that may be made and the qualifications requirements and criteria's. The Handbook also provides the process for accelerated hiring under the Indian Affairs Honors Program.



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FILING INSTRUCTIONS:

Remove: None

Replaces: None

INDIAN AFFAIRS EXCELLENCE PROGRAM

INDIAN AFFAIRS HONORS PROGRAM HANDBOOK



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September 2007
28 IAM 303 Indian Affairs Excellence Program

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Chapter 1.

INDIAN AFFAIRS HONORS PROGRAM

Under the authority of title 25, U.S.C. 472, the following hiring programs are established: (1) the Indian Affairs High School Honors Program; (2) the Indian Affairs Community College/Technical School Honors Program (3); the Indian Affairs College/University Honors Program; and (4) the Indian Affairs Graduate/Professional Honors Program. The four programs target entry level hiring for occupations where Indian Affairs has hiring needs.

Note: None of these programs exempt a selectee from meeting any mandatory academic requirements required in an occupation's qualification standards.

Section 1.1

INDIAN AFFAIRS HIGH SCHOOL HONORS PROGRAM

Targeted Recruitment: Indians who have graduated from accredited high schools with superior academic achievement records.

Appointments: Candidates may be appointed at the grade 03 level in one-grade interval clerical and administrative support occupations. (See Attachment A.)

Qualifications Required: Applicants are qualified for selection by:

- earning a high school diploma;
- meeting one of the two following academic standards; and
- passing all required pre-clearance requirements (e.g. drug screening, personnel suitability, background investigations, etc.).

Academic Standards

Applicants must meet one of the following academic standards:

1. Class standing--Applicants must be in the upper 20% of their high school graduating class.

2. Grade-point average (G.P.A.)--Applicants must have a grade-point average of: **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official school transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 full years of the curriculum.

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

Section 1.2

INDIAN AFFAIRS COMMUNITY COLLEGE / TECHNICAL SCHOOL HONORS PROGRAM

Targeted Recruitment: Indians who have graduated from accredited business/technical schools, community colleges (or equivalent) with superior academic records.

Appointments: Candidates may be appointed at grade 04 level in one-grade interval clerical and administrative support occupations (see Attachment A), and the grade 04 level in one-grade interval technical support positions (see Attachment B).

Qualifications Required: Applicants are qualified for selection by:

- earning an associate's degree or the equivalent;
- meeting one of the following two academic standards; and
- passing all required pre-clearance requirements (e.g. drug screening, personnel suitability, background investigations, etc.).

Academic Standards

Applicants must meet one of the following academic standards:

1. Class standing--Applicants must be in the upper 20% of their business/technical school or community college graduating class.

2. Grade-point average (G.P.A.)--Applicants must have a grade-point average of: **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official school/college transcript, or as computed based on courses completed during two full years of the curriculum. The first two full academic years of a college/university transcript may be treated as an equivalent to a community college transcript.

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

Section 1.3

INDIAN AFFAIRS COLLEGE / UNIVERSITY HONORS PROGRAM

Targeted Recruitment: Indians who have graduated from accredited colleges and universities with superior academic achievement records.

Appointments: Candidates may be appointed: (1) at the grade 05 level in one-grade interval clerical and administrative support occupations (see Attachment A); (2) at the grade 05 level in

one-grade interval technical support positions (see Attachment B); and (3) at the grade 07 level of two-grade interval occupations (see Attachment C).

Qualifications Required: Applicants are qualified for selection by:

- completing a four-year course of study leading to a bachelor's degree or the equivalent;
- meeting one of the following three academic standards; and
- passing all required pre-clearance requirements (e.g. drug screening, personnel suitability, background investigations, etc.).

Academic Standards

Applicants must meet one of the following academic standards:

1. Class standing--Applicants must be in the upper one-third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

2. Grade-Point Average (G.P.A.)--Applicants must have a grade-point average of: **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

The G.P.A. should be credited in a manner that is most beneficial to the applicant. For example, applicants may list their G.P.A. as recorded on their final transcript, or they may choose to compute their G.P.A. The specific provisions are detailed below:

- G.P.A. as recorded on the final transcript. The final transcript must cover the period being used to determine G.P.A., i.e., all 4 years or last 2 years.
- G.P.A. including course work after bachelor's degree. Undergraduate course work obtained after an applicant has received a bachelor's degree can be credited in computing the G.P.A. of applicants who need those courses to meet minimum qualification requirements, i.e., the courses are required by the standard or by the individual occupational requirement. They are treated as described in the following example:

An applicant for a Biologist position has a bachelor's degree that included no biology course work, but has taken 24 semester hours in undergraduate biology courses after obtaining the bachelor's degree. The grades earned in the biology courses should be

included in the computation to determine this applicant's eligibility for a grade 07 under these provisions. These courses should be counted in determining (1) the overall grade-point average, (2) the average obtained during the final 2 years of the undergraduate curriculum, and/or (3) the average in the major field of study. For purposes of this example, biology would be considered the major field of study.

G.P.A. excluding pass/fail courses. Applicants usually cannot claim credit based on their *overall* G.P.A. if more than 10 percent of their total credit was based on pass/fail or similar systems rather than on traditional grading systems. However, if they can document that only their freshman-year courses (25 percent or less of their total credit) were credited on a pass/fail or similar system, they can use their overall G.P.A. to claim superior academic achievement. If 10 percent or fewer credits or only freshman-year courses were based on pass/fail or similar systems, such credits can be ignored and the G.P.A. computed on the graded courses. Applicants can, however, still claim credit based on their last 2 years if 10 percent or fewer credits were based on pass/fail or similar systems. Applicants who cannot claim credit under the G.P.A. requirements may claim credit for superior academic achievement only on the basis of class standing or honor society membership.

A college degree in any major is qualifying for most of the career fields within the Bureau of Indian Affairs and the Bureau of Indian Education. However, position titles followed by an asterisk (*) in Attachment C do require specific courses in subjects related to the job.

3. Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed in Attachment D. These honor societies are listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or Baird's *Manual of American College Fraternities* (1991). Membership in a freshman honor society cannot be used to meet the requirements of this provision.

Section 1.4

INDIAN AFFAIRS GRADUATE / PROFESSIONAL HONORS PROGRAM

Targeted Recruitment: Indians who have earned a graduate or professional degree from an accredited college or university and who have superior academic achievement records.

Appointments:

- Candidates who have earned a master's degree or equivalent, or a Ph.D. degree or equivalent may be appointed at grade levels GS-09 through GS-13 of two-grade interval occupations, depending on the individual's qualifications. (See Attachment C for a listing of two-grade interval occupations.)
- Appointments under this Program are limited to non-supervisory positions not to exceed grade GS-13.

Qualifications Required: Applicants are qualified for selection by:

- earning a graduate or professional degree; and
- passing all required pre-clearance requirements (e.g. drug screening, personnel suitability, background investigations, etc.).

Section 1.5

INDIAN AFFAIRS HONORS PROGRAMS ACCELERATED HIRING PROCESS

STEP	WHO	DOES WHAT
1	Selecting Official	Identify candidate
2		Ensure that office has vacancy and funds to pay salary, benefits, and other expenses needed to support candidate
3		Collect the following documents from candidate: 1. Resume 2. Proof of Indian Preference 3. Academic transcript with proof that candidate meets Program requirements
4		Submit paperwork from Step 3 to appropriate servicing human resources office
5	HR Specialist	Ensure candidate is qualified under the program
6		Determine the grade level for which the candidate is qualified
7		Make tentative offer to candidate
8		Initiate all pre-clearance requirements
9		Notify manager when all clearances are completed. Ask manager for a proposed entrance-on-duty (EOD) date
10		Make final offer in writing to candidate

Section 1.6

OTHER PROGRAM FEATURES

A. Accelerated Promotion Provision

Employees in the Indian Affairs Graduate/Professional Honors Program and the Indian Affairs College/University Honors Program may receive an accelerated promotion to the next higher grade level in their occupational series after 9 months of service if they successfully complete an approved Individual Development Plan (IDP) tailored to their position. The IDP must be approved by the Director, Center for Indian Excellence or designee.

Employees in the Indian Affairs Community College/Technical School Honors Program and the Indian Affairs High School Honors Program may receive accelerated promotions to the next higher grade in their occupational series after 6 months of service if they successfully complete an approved IDP tailored to their position. The IDP must be approved by the Director, Center for Indian Excellence or designee.

Attachment A

Occupational Series for Clerical and Administrative Support Positions

Accounting Technician, 525
Budget Clerical and Technician, 561
Cash Processing, 530
Civilian Pay, 544
Claims Assistance and Examining, 998
Clerk-Typist, 322
Clerk of Court, 945
Compliance Inspection and Support, 1802
Computer Clerk and Assistant, 335
Contact Representative, 962
Data Transcriber, 356
Dispatching, 2151
Editorial Assistance, 1087
Education and Training Technician, 1702
Equipment Operator, 350
Financial Clerical and Assistance, 503
Human Resources Assistance, 203
Information Receptionist, 304
Legal Assistance, 986
Library Technician, 1411
Mail and File, 305
Management and Program Clerical and Assistance, 344
Miscellaneous Clerk and Assistant, 303
Office Automation Clerical and Assistance, 326
Procurement Clerical and Technician, 1106
Purchasing, 1105
Secretary, 318
Security Clerical and Assistance, 086
Supply Clerical and Technician, 2005
Telecommunications Processing, 390

Attachment B

Occupational Series for Technical Support Positions

Biological Science Technician, 404*
Cartographic Technician, 1371*
Community Planning Technician, 021
Construction Control, 809*
Correctional Officer, 007
Electronics Technician, 856*
Engineering Drafting, 818*
Engineering Technician, 802*
Forestry Technician, 462*
Geodetic Technician, 1374*
Hydrologic Technician, 1316*
Museum Specialist and Technician, 1016
Physical Science Technician, 1311*
Police, 083
Range Technician, 455*
Recreation Aid and Assistant, 189*
Safety Technician, 019*
Security Guard, 085
Social Services Aid and Assistant, 186*
Soil Conservation Technician, 458*
Surveying Technician, 817*

*** Position requires specific courses**

Attachment C

2-Grade Interval Occupations for the Indian Affairs Honors Program

Accounting, 510*	Loan Specialist, 1165
Auditor, 511*	Mechanical Engineering, 830*
Administrative Officer, 341	Meteorology, 1340*
Agricultural Engineering, 890*	Miscellaneous Administration and Program, 301
Agronomy, 471*	Mining Engineering, 880*
Anthropology, General, 190*	Museum Management (Curator), 1015*
Archeology, 193*	Natural Resources Management and Biological Sciences, 0401*
Architecture, 808*	Nurse, 610
Audiovisual Production, 1071	Occupational Therapist, 631*
Budget Analysis, 560	Paralegal Specialist, 950
Business and Industry, General, 1101	Petroleum Engineering, 881*
Civil Engineering, 810*	Physical Science, General, 1301*
Community Planning, 020*	Program Management and Program Analysis, 343
Contracting Series, 1102*	Psychology, 180*
Ecology, 408*	Public Affairs, 1035
Education and Training, General, 1701*	Public Utilities Specialist, 1130
Education and Vocational Training, 1710*	Rangeland Management, 0454*
Education Program, 1720*	Realty, 1170
Education Research, 1730	Recreation Specialist, 0188
Education Services, 1740	Safety and Occupational Health Management, 018
Electrical Engineering, 850*	Safety Engineering, 803*
Environmental Engineering, 819*	Security Administration, 080
Environmental Protection, 028	Social Science, 101*
Equipment Specialist, 1670	Social Services, 187
Facilities Management, 1640	Soil Conservation, 457*
Financial Administration and Programs, 501	Soil Science, 470*
Financial Analysis, 1160	Speech Pathology and Audiology, 665*
Financial Management, 505	Sports Specialist, 030
Fish and Wildlife Administration, 480*	Supply, General, 2001
Fish Biology, 482*	Supply Program Management, 2003
Forestry, 460*	Telecommunications, 391
General Engineering, 801*	Traffic Management, 2130
Geography, 150*	Transportation Specialist, 2101
Geology, 1350*	Visual Information, 1084
Geophysics, 1313*	Vocational Rehabilitation, 1715
Health Science, General, 601*	Wildlife Biology, 486*
Highway Safety, 2125	Wildlife Refuge Management, 485*
Human Resources Specialist, 0201	Workers Compensation Claims Examining, 991
Hydrology, 1315*	
Industrial Engineering, 896*	
Information Technology Specialist, 2210	
Instructional Systems, 1750*	
Inventory Management, 2010	
Investigator, Criminal, 1811	
Land Surveying, 1373*	
Legal, 901	
Librarian, 1410	

* Position requires specific courses

#07-37

Replaces #110 NPM-HR-8, Indian Excellence Handbook, 7/07/06

Attachment D

National Scholastic Honor Societies

Alpha Chi	Kappa Tau Alpha
Alpha Delta Mu	Lambda Iota Tau
Alpha Epsilon	Mortar Board
Alpha Epsilon Delta	National Collegiate Players
Alpha Kappa Delta	Omega Chi Epsilon
Alpha Kappa Mu	Omega Rho
Alpha Omega Alpha	Omicron Delta Epsilon
Alpha Phi Sigma	Omicron Delta Kappa
Alpha Pi Mu	Omicron Kappa Epsilon
Alpha Sigma Mu	Order of the Coif
Alpha Sigma Nu	Phi Alpha Theta
Beta Gamma Sigma	Phi Beta Kappa
Beta Kappa Chi	Phi Kappa Phi
Beta Phi Mu	Phi Sigma
Chi Epsilon	Phi Sigma Iota
Delta Epsilon Sigma	Phi Sigma Tau
Delta Mu Delta	Phi Upsilon Omicron
Delta Phi Delta	Pi Alpha Alpha
Delta Sigma Rho-Tau Kappa Alpha	Pi Delta Phi
Delta Tau Alpha	Pi Gamma Mu
Eta Kappa Nu	Pi Kappa Lambda
Gamma Sigma Delta	Pi Mu Epsilon
Gamma Theta Upsilon	Pi Omega Pi
Iota Sigma Pi	Pi Sigma Alpha
Kappa Delta Pi	Pi Tau Sigma
Kappa Gamma Pi	Psi Chi
Kappa Mu Epsilon	
Kappa Omicron Nu	